



SouthEast Wisconsin Master Gardeners
**GARDEN PROJECT PARTNER
MEMORANDUM OF UNDERSTANDING**

Garden Project Name: _____

(Exactly as it will appear on all forms and other references to it.)

Garden Project Address: _____

Street

City

County

Partner Organization: _____

The University of Wisconsin-Extension (UWEX) offices in Milwaukee and Waukesha Counties and the SouthEast Wisconsin Master Gardener Volunteers (SEWMGs) are pleased to enter into a Memorandum of Understanding (MOU) with your Partner Organization (Organization) for the Garden Project named above. At the heart of this project is the objective that this Garden Project will be both educational and enjoyable for all involved.

For the Garden Project to be approved by the UWEX Horticulture Educators as a Garden Project for Master Gardener Volunteers (MGVs), the following requirements must be met:

1. An MOU between SEWMGs and the Organization for the Garden Project must be signed and submitted to UWEX.
2. A completed *Garden Project Profile* form, which provides details about the Garden Project and the Organization, explains the educational purpose of the Garden Project, and the methods to be used to assure visibility for UWEX and SEWMGs, must accompany this MOU.
3. To remain an approved Garden Project each year, the co-chairs must file a *Garden Project Annual Report*, which will be provided to the Organization upon request.

THE GARDEN PARTNER AGREES TO THE FOLLOWING:

UWEX and SEWMGs:

Will take responsibility for the maintenance of the Garden Project to the best of their ability by providing a minimum of three volunteer co-chairs to take the lead for this Garden Project. It is understood that if at any time there are not at least three MGVs to co-chair, the Garden Project may no longer be an approved MGV project and written notice of that decision may be given within a reasonable period of time.

Will provide educational components that may include:

- Educational literature and information on public resources to be made available at the Garden Project or at the Organization's facility.
- Placing plant labels on 50% or more of the plant species.
- Installing signage regarding the educational focus, topic and other gardening practices or techniques, and/or offering educational programs related to the Garden Project.

Will represent themselves as MGVs while working at the Garden Project by wearing nametags and logowear and by introducing themselves as MGVs when interacting with visitors.

Will acknowledge the Organization in written communications about the Garden Project, at public programs, in communications with elected officials, etc.

Will request funding, as needed, from the SEWMGs Finance Committee. The lead MGVs for the Garden Project will request budget funding that cannot be covered by the Organization; however, it is understood that approval of the Garden Project does not guarantee funding from the SEWMG or UWEX. Whenever possible, non-permanent items, such as, tools, carts, and small decorative items may be paid for by the SEWMGs and are therefore considered the property of SEWMGs.

THE ORGANIZATION:

Will work with MGVs to provide signage in the Garden Project acknowledging the partnership with UWEX and SEWMGs. Basic signage stating that the garden is a project of the SEWMGs can be provided by the SEWMG Garden Support Committee. If any other style, size, or wording is desired, the Organization will share the cost.

Will work with the MGVs to find a place in the Garden Project or in the Organization’s facility to make literature available regarding the Garden Project, seasonal gardening topics, UWEX resources and the SEWMGs.

Will acknowledge, where appropriate, the role of the UWEX and the SEWMGs in written reports, brochures, newsletters, etc.

Will provide as much funding as possible for the Garden Project. It is understood that ideally all costs should be covered by the Organization since the Garden Project is on their property. However, if that is not possible, a minimum of 50% of the costs should be covered by the Organization; to be discussed as needed. Permanent additions to the Garden Project, including plants, hard surfacing, structures, statuary, stone walls, etc. will be paid for by the Organization and are therefore considered the property of the Organization.

Will encourage their staff to become involved with the MGVs in managing the Garden Project either as volunteers or on company time. This will allow MGVs to fulfill their educational role by sharing research-based gardening information with staff as well as garden visitors.

We, the undersigned, agree to this Garden Project Partners’ Memorandum of Understanding signed this _____ day of _____, 20_____.

SEWMGs GARDEN PROJECT:

PARTNER ORGANIZATION:

Signed – Master Garden Volunteer – Co-Chair

Signed - Authorized Representative

Print Name of Co-Chair

Print Name of Representative

Print Name of Co-Chair

Title

Print Name of Co-Chair

Role in the Garden Project